

JEFFERSON COUNTY LIBRARY BOARD

MINUTES

September 8, 2022

Date: September 8, 2022

Location: Jefferson City Public Library

Board Members Present: Carolyn Allen, Paige Bolton, Jessica Churchwell, Jenny Koella, Jack Kramer.

Library Directors: Matthew Jordan, Sara Beth Minton, David Phillips.

Library Assistants/Clerks: N/A

Guests: N/A

The meeting was called to order by Chairman Jack Kramer at 6:10pm.

Introductions: N/A

Approval of Previous Meeting Minutes:

Jenny Koella made a motion to approved July 2022's meeting minutes. The motion was seconded by Jessica Churchwell. A vote was taken, and the motion passed unanimously.

Correspondence and Communications: N/A

Financial Report:

- *Budgets:*

Carolyn Allen discussed that her current goal is to complete the MOE. She needs confirmation of the exact number of open hours for each library for the MOE. Carolyn is also finishing up letters to the municipalities (White Pine and Dandridge) affirming contribution to the libraries and continued support. Carolyn reminded the directors to always copy her when sending information to the finance director.

Later in the meeting, Carolyn made a motion to approve the increased hours for Jefferson City, Parrott-Wood and White Pine libraries. Jenny Koella seconded the motion. A vote was taken, and the motion passed unanimously.

During this time Jack Kramer brought up the subject of an entity requesting to help support a library financially. After a back and forth discussion, more information will be needed from the individual on how they would want to support (i.e., set up a fund, grant, gift, etc.) the library.

Directors' Reports:

Clinch River Regional Report

Matthew discussed September's report highlighting the directors and Carolyn for achieving the goal of an increased budget, staffing and hours. David and Donna were also highlighted for graduating the Leadership Jefferson County program.

Matthew also reminded staff that once they have completed the Core Competencies and received their certificate, they can consider adding "Tennessee Certified Public Library Staff" to their email signatures and resumes.

The Annual Trustee Workshop held at Jefferson City Public Library will be on Wednesday, October 19, 2022, from 9:00a-3:30p. Please RSVP by October 12.

Dandridge Memorial Library (DML) - Bethany Jones
Report as submitted.

Jefferson City Public Library (JCPL) - David Phillips
David stated that he has completed the annual Public Library Survey (in the report it states to have it completed by next week) and just needs to verify before submitting. He also expanded on the budget amendment that he has submitted to the finance department for County Commission approval. He plans to move \$6,000 from reserves to supplement the JCPL budget for books and materials for the collection (amendment attached to monthly report).

Parrott-Wood Memorial Library (P-W) - Donna Phillips
Report as submitted.

White Pine Public Library (WP) - Sara Beth Minton
Report as submitted. Sara Beth mentioned that the library will not be opened during Pine Fest as in past years.

Copies of reports attached.

Salvage Reports:
White Pine Public Library had a salvage request for approval (attached to report). Jessica Churchwell made the motion to approve the salvage request. Jenny Koella seconded the motion. A vote was taken, and the motion passed unanimously.

Committee Reports:

Bylaws and Policy - N/A

Long Range Planning - N/A

Nominating - N/A

Personnel - N/A

New Business:

- *Committee Structure:*
Jack had an open discussion regarding committee structure. Recently, he had attended a quarterly roundtable discussion of regional board chairs. Although there was a small group in attendance, he was amazed at the different number of committee structures there were within the various library boards represented.

This will be an on-going discussion.

Old Business:

- *Insurance:*

Jenny Koella discussed an email she sent previously regarding her conversations with Jessica Elder and Bob Jarnigan about insurance. There needs to be a consistent way to assess the value of contents and this needs to be documented for future use. Jenny to follow-up with Donna to find out how she valued the contents of Parrott-Wood and work to provide a consistent formula.

Jack Kramer made a motion to adjourn the meeting; motion was seconded by Carolyn Allen. A vote was taken, and the motion passed unanimously.

Meeting adjourned at 7:50pm.

The next scheduled board meeting of the Jefferson County Library Board will be November 10, 2022, at 6:00PM at Parrott-Wood Public Library.

Jack Kramer, Chairman

Paige Bolton, Secretary

Clinch River Regional Library Report – August 2022

Matthew Jordan, Director

New Directors in Clinch River Region

Welcome aboard to our newly hired Directors!

- Anna Porter Public Library (Sevier County) – Mandie Muehlhausen (Mandie joins us after serving as Director of the Spencer Public Library in Iowa)
- Maynardville Public Library (Union County) – Kim Todd (Kim was and remains the Luttrell Public Library Director in Union County; she is now Director of both Union County libraries)

Library Spotlight – Debra to retire

Congratulations to our Clinch River Assistant Director, Debra Mattingly, on her upcoming retirement! Her last day will be August 31, 2022 after a long career in librarianship, ranging from public to academic to special libraries. We are grateful Debra joined the region 7 years ago in this last stop in her professional journey; she has had a tremendous impact on the libraries, staff, and trustees in our region, as well as making significant contributions on a state-wide level. We will miss her expertise, her hard work, and her great collegiality. We plan to celebrate with a retirement party on the tail end of our August 10 Homeschooling in-service.

James Ritter Named New Tennessee State Librarian and Archivist

Secretary of State Tre Hargett announced that James Ritter has been selected as the next Tennessee State Librarian and Archivist, following the retirement of Chuck Sherrill. Jamie has served as the State Librarian of Maine since 2012, and we look forward to working with him as he continues the Library and Archives' record of excellent services to state government and the citizens of Tennessee.

<https://sos.tn.gov/press-releases/james-ritter-named-new-tennessee-state-librarian-and-archivist>

Be aware - "First Amendment Auditors"

So-called First Amendment auditors enter a public space with video cameras, announce in a loud voice a first amendment audit, and proceed to film staff, interactions between staff and patrons, and facilities. It's not necessarily illegal to use a video camera in a public place, but libraries are protective of privacy and are considered Limited Public Forums. Please view this 15-minute instructional module on Niche Academy, to help you prepare in case your library gets such a visitor:

<https://my.nicheacademy.com/tnstatelibrary?category=15164>

Banned Books Week – September 18 – 24, 2022

Banned Books Week is an annual event celebrating the freedom to read. Typically held during the last week of September, it spotlights current and historical attempts to censor books in libraries and schools. It brings together the entire book community — librarians, booksellers, publishers, journalists, teachers, and readers of all types — in shared support of the freedom to seek and to express ideas, even those some consider unorthodox or unpopular. This year's theme is "*Books Unite Us. Censorship Divides Us.*" For more information and resources: <https://www.ala.org/advocacy/bbooks/banned>

September is Library Card Sign-up Month

We welcome new patrons all year long, but September is a special month to highlight and encourage new patrons to sign up for their library card and explore all the library has to offer, like new children's books, access to technology, and educational programming. This year's theme is "*Let your imagination*

sing at the library"! For sample promotional materials and other information:

<https://www.ala.org/conferenceevents/celebrationweeks/card>

Trustee Re-Certification

The State Library & Archives recognizes certification of public library trustees for a period of 6 years. Additional re-certification courses are now available online through Niche Academy. Matthew has already reached out to the trustees who are still on their local boards but are up for renewal.

Upcoming Workshops & Events:

The calendar includes training events which may have to be adjusted depending on COVID-19.

Workshops marked with an * are especially pertinent to trustees.

Workshops in **Bold** are workshops for Standards and Library Service Agreement.

| Date | Subject | Location |
|---|---|--|
| Wednesday, August 10, 2022 9 am – 3 pm | CRRL In-Service: Homeschooling and TEL <i>--Nikki Branam-Snyder (Ocoee Region) and Kate Smith (TSLA)</i> | Clinch River Regional Library |
| Thursday, September 1 – Friday, September 30, 2022 | Annual Public Library Survey (“Data Collection”) opens. Due by September 30. | Online form |
| Friday, September 16, 2022 9 am – 3 pm | CRRL In-Service: Space Planning – Reinvent Your Library Space <i>--Tricia Bengel, Library consultant</i> | Clinton Public Library |
| Date and Time TBD | Annual Trustee Workshop* | TBD |
| Monday, November 7, 2022 | Annual Summer Reading Program Conference | Jefferson City Public Library |
| Thursday, November 10, 2022 | Annual Summer Reading Program Conference | Art Circle Public Library, Crossville |
| Thursday, December 8, 2022 9 am – 3 pm | CRRL in-Service: Children’s and Adult Programming <i>--Various, including Marcia Nelson and Cynthia Green, Pigeon Forge library</i> | Clinch River Regional Library |

Clinch River Regional Library Report – September 2022

Matthew Jordan, Director

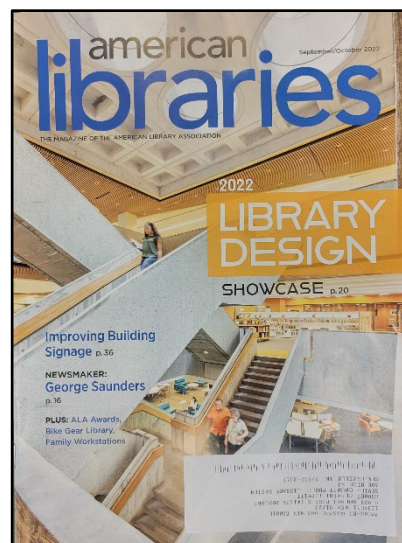
Library Spotlight

Congratulations to Directors Bethany Jones (Dandridge), David Phillips (Jefferson City), Donna Phillips (Parrott-Wood), Sarah Beth Minton (White Pine), Treasurer Carolyn Allen, and the Jefferson County Library Board for accomplishing their goal of an increased budget for increased staffing and open hours!

Kudos to Donna and David as well for their recent graduation from the Leadership Jefferson County program. The graduating class of this year-long program included community leaders active in business, education, the arts, religion, government, and community-based organizations.

Library Spotlight

Congratulations to Sevier County Library System Director, Rhonda Tippitt, System staff, and the Sevier County Library Board for the Seymour Branch expansion project which was chosen as 1 of 13 libraries to be featured in the American Library Association's 2022 Library Design Showcase featured in American Libraries magazine! This is a wonderful honor and a tribute to a beautiful and functional building for the 21st century that can serve as a model for other library construction projects around the country.



Annual Public Library Survey (“Data Collection”)

The annual statistical survey taken by all public libraries across the country opens on September 1 and is due September 30.

Directors, please reach out to Matthew, Paula, or Christy Chandler (State Data Coordinator at the State Library and Archives) with questions or for guidance.

Core Competencies – Ensuring that public library staff in Tennessee are proficient in core areas

This new online program produced by State Library and Archives and Regional staff has proved popular. Over 500 public library staff across the state, including 66 in Clinch River region, have already completed the 28 focus areas and have or will receive a certificate and pin. Well done! Staff who finish can consider adding the title “Tennessee Certified Public Library Staff” to their email signatures and resumes. Libraries which have a 100% completion rate for all staff receive a press release template to use in social and local media.

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GRANTS

- ARP Grant - We have begun purchasing with this grant. To date, we have bought new, handsfree fixtures for the public restroom and a robot vacuum to help keep the library clean in between weekly city works visits. We are also getting quotes to rid our yard of groundhogs so a new patio can be constructed, and will also be purchasing a handsfree water fountain and bottle filler.

- Save the Children Summer Feeding Grant - We are finishing up our reports for this grant. Several parents have expressed interest in the program continuing, so we will be looking for other grants to fund more food distribution.

- TOP Grant - We are in the process of purchasing new hotspots and the new wifi management system. Our solar charging stations are in production and will ship later this month. Computer classes begin this week (sessions on 9/8 and 9/10).

FUNDRAISING

A group of parents from our Tall Tales Storytime banded together to host a lemonade stand fundraiser. A total of \$400 was raised and will be used by the Foundation to purchase a puppet theater. We plan to host a make your own puppet event to draw attention once the theater arrives. The same parents also purchased a Keurig, coffee pods, and other supplies so that we can "sell" coffee (we made a chalk sign advertising a suggested \$1 donation) to raise more funds and make the library a cozier place where people will be more likely to linger. They are also planning a Giving Tuesday hot chocolate stand and a float for the city's Christmas parade.

The Foundation is also planning to host their first book sale since the pandemic at the Scots Irish Festival.

The cookbook fundraiser planned for earlier this year is still in the works and will hopefully be completed by the end of the year. Recipes and ads are still being collected.

Members of the Foundation are also working on beginning a true Friends of the Library that would umbrella under their 501c3.

STAFF UPDATES

Due to increasing Covid exposures, increasing patronage and Bethany's class schedule, we are in need of additional substitutes. We will be sending out a spreadsheet to the other directors to create a database of all substitutes, their contact information and availability. Since the county is undertaking a salary study, we would prefer not to hire any new personnel until that is settled, which will hopefully be by October or November.

Bethany will be out September 14-17 to attend the ARSL conference virtually (to avoid disruptions, she will do so from her house). She will miss both this and November's board meetings due to her online classes. Information about her spring semester schedule will be available by that meeting.

JEFFERSON COUNTY PUBLIC LIBRARY SYSTEM BOARD REPORT
September 8, 2022
Jefferson City Public Library
6:00 PM



Director's Report for Jefferson City Public Library

Top Accomplishments

- David Phillips, Kyndall Wright, Joyce Thomas, Maria Jones & Robyn Combs have finished the new TSLA Core Competencies training. I have two staff members left that need to complete this training during the year.
- The response to the change in JCPL's operating hours has been overwhelmingly positive so far.
- JCPL will be hosting the annual Trustee Workshop on October 19, 2022. This is an excellent and easy opportunity for new Trustees (or ones who have not attended before) to attend a day of useful training specifically tailored to board members. It also helps the libraries when applying for grants to have our Trustees certified.
- JCPL will be hosting the annual Summer Reading Conference for East Tennessee on November 7, 2022.
- Annual Title VI Survey has been completed and all staff have completed the required training.

Personnel

- There are no new or vacant positions to fill at this time.
- COVID has struck the library staff again and we had to close for a few days last week.

Current Information

- Statistical and service information for the July & August is attached (Appendix A & B).
- Upcoming closings for JCPL include October 10th for Columbus Day, November 8th for Election Day, and November 11 for Veteran's Day.
- ARPA Grant spending is completed and the final reports have been filed.
- TOP Grant contract is signed. The Friends of the Library applied for this grant and they are searching for an instructor to teach the technology classes.
- The FOL also received a Pettway Grant for \$4,500 on behalf of JCPL. The funds have been received and spending is under way.
- An application for the annual Technology Grant has been submitted in the amount of \$3,300.
- The annual Public Library Survey opened on September 1st and I hope to have it completed by the end of next week.
- I have submitted a budget amendment to the finance department for county commissions approval (see attached) at their next meeting. I plan to move \$6,000.00 from reserves to supplement my budget for books and materials for the collection.

Materials/Book Inventory Status

- New books are being purchased monthly with county budget funds. Media materials are being ordered quarterly.
- Cataloging and processing are up-to-date.

Building & Equipment

- Some of our handicapped accessible door switches are not functioning properly. I have checked and replaced batteries and that is not the issue. I have requested assistance from the city in repairing/resolving this.
- On August 9th, lightning struck our building and blew up the relay panel that controls the library's lighting. The city had an electrician come inspect it and get the lights operational manually. An insurance claim has been filed by the city to replace the panel.

Community Engagement

- We have two service learning students from JCHS this semester. They have started their volunteer service already. One of our service learning students, along with library staff input, is reviving the library's Instagram account. Be on the lookout for library information if you are an Instagram user.
- Bonner Scholars, Eagles Engage, and federal work study students from CNU have begun their volunteer service this semester as well.
- I am working with Linda Hensley, the JCHS librarian, to promote library card sign-up month during September.
- Hosted "Coffee with Your Congresswoman - Diana Harshbarger" event on September 6th. I estimate that 95% of the people in attendance had never been in the library before. Several new patrons were registered because of this event.

Policy Matters

- I have started re-writing JCPL's long-range plan and hope to have it completed by the next board meeting.

Jefferson City Public Library
Monthly Report

APPENDIX 'A'

July 2022

| PHYSICAL COLLECTION | | Enter Balance \$s from YEARLY TOTALS tab of previous year's Quarterly Report in the Beginning Balance Boxes in July tab. | | | | | LOCAL ELECTRONIC COLLECTION (Advantage, etc.) | | Current Balance* |
|---------------------|---------------|--|------------|---------------|---------------|-----------|---|---------------|------------------|
| Material Type | Beginning | Added | Deleted | Balance | Beginning | Added | Deleted | Balance | |
| Print Materials | 11,395 | 111 | 249 | 11,257 | 10,568 | 72 | 26 | 10,614 | 0 |
| Audio Materials | 700 | 0 | 0 | 700 | 139 | 0 | 0 | 139 | 0 |
| Video Materials | 2,632 | 42 | 0 | 2,674 | 585 | 0 | 0 | 585 | 0 |
| Other Materials | 51 | 9 | 0 | 60 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 14,778 | 162 | 249 | 14,691 | 11,292 | 72 | 26 | 11,338 | 26,029 |

| Electronic Circulation Includes READS Advantage & other local e-collections | Physical Circulation Book & Non-Book (Audio, Video, Serials) | Other Physical Items Circulation Hotspots, sewing machines, tools, cake pans, telescopes, board games, video games, etc. | TOTAL FOR ALL CIRCULATED ITEMS--Auto Fill (Electronic, Physical & Other Physical) | TOTAL PHYSICAL COLLECTION | TOTAL PHYSICAL CIRCULATION | TOTAL PHYSICAL CIRCULATION | TOTAL PHYSICAL CIRCULATION |
|--|---|---|--|----------------------------------|----------------------------|----------------------------------|----------------------------|
| Adult ** | 2,484 | Adult | 2,257 | Adult Total | 33 | Adult Total | 4,774 |
| Children ** | 284 | Children | 2,278 | Children's Total | 0 | Children's Total | 2,562 |
| Total | 2,768 | Total | 4,535 | Total for All Circulation | 33 | Total for All Circulation | 7,336 |

** <http://slis.libguides.com/datacollection>

| Title VI Survey Information (for new patron cards) | | Library Services | | Programs | | Attendance | |
|--|----------------|------------------------|----------------|-------------------|----------------|----------------------|-----------------------|
| | Library Visits | Reference Transactions | Computer Users | Wireless Sessions | Website Visits | Local Database Usage | TEL Usage (June only) |
| White | 114 | 3,478 | 1,217 | 478 | 1,600 | 0 | 88 |
| Black | 2 | 1,433 | 478 | 1,600 | 0 | 0 | 50 |
| American Indian-Alaska Native | 0 | 478 | 1,600 | 0 | 0 | 0 | 28 |
| Hispanic or Latino of any race | 8 | 1,600 | 0 | 0 | 0 | 0 | 125 |
| Native Hawaiian/Pacific Islander | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Two or more races | 5 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 130 | 88 | 50 | 28 | 125 | 0 | 0 |

| Meeting Room Use | | Borrowers | | Self-directed/Passive Activities (activity that does not meet program definition) | |
|---|----------------------------|-----------------------------|--------------------------------|--|------------|
| Number of Events Not Sponsored by the Library | Attendance at These Events | Adult Borrowers >14 yrs old | Children Borrowers <14 yrs old | Programs | Attendance |
| 60 | 564 | 6,463 | 1,868 | 0 | 0 |
| Total | | 8,331 | | 0 | |

| Total of All In-Person and Live Virtual Programs | | Total On-Demand Views of Live Programs & Recorded Programs | |
|--|------------------|--|------------------|
| # of Programs | Attendance/Views | Recorded Programs | Views/Attendance |
| 26 | 713 | 0 | 0 |
| Total | | 0 | |

| PHYSICAL COLLECTION | | | | | | LOCAL ELECTRONIC COLLECTION (Advantage, etc.) | | | Current Balance |
|---------------------|---------------|-----------|------------|---------------|---------------|--|-----------|---------------|-----------------|
| Material Type | Beginning | Added | Deleted | Balance | Beginning | Added | Deleted | Balance | |
| Print Materials | 11,257 | 66 | 159 | 11,164 | 10,614 | 7 | 33 | 10,588 | 0 |
| Audio Materials | 700 | 0 | 0 | 700 | 139 | 0 | 0 | 139 | 0 |
| Video Materials | 2,674 | 7 | 0 | 2,681 | 585 | 0 | 1 | 584 | 0 |
| Other Materials | 60 | 0 | 0 | 60 | 0 | 0 | 0 | 0 | 0 |
| TOTAL | 14,691 | 73 | 159 | 14,605 | 11,338 | 7 | 34 | 11,311 | 25,916 |

| Electronic Circulation Includes READS Advantage & other local e-collections | | Physical Circulation Book & Non-Book (Audio, Video, Serials) | | Other Physical Items Circulation Hotspots, sewing machines, tools, cake pans, telescopes, board games, video games, etc. | | TOTAL FOR ALL CIRCULATED ITEMS-Auto Fill (Electronic, Physical & Other Physical) | | TOTAL PHYSICAL COLLECTION | TOTAL PHYSICAL ITEM CIRCULATION (no Electronic formats) |
|--|--------------|---|--------------|---|-----------|---|--------------|---------------------------|--|
| Adult ** | 2,533 | Adult | 2,483 | Adult | 41 | Adult Total | 5,057 | 5,057 | |
| Children ** | 179 | Children | 2,065 | Children | 0 | Children's Total | 2,244 | 2,244 | |
| Total | 2,712 | Total | 4,548 | Total | 41 | Total for All Circulation | 7,301 | 4,589 | |

** <http://slia.libguides.com/datacollection>

| Title VI Survey Information (for new patron cards) | | | | | | | | | |
|--|----------------|------------------------|----------------|-------------------|----------------|-----------------------------|----------------------|-----------------------|----------------|
| Library Services | | | | | Programs | | | | |
| | Library Visits | Reference Transactions | Computer Users | Wireless Sessions | Website Visits | Databases Owned (June only) | Local Database Usage | TEL Usage (June only) | ILL - Borrowed |
| White | 101 | 3 | 1 | 2 | 0 | 3 | 0 | 3 | 113 |
| Black | 3 | 1 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| American Indian-Alaska Native | 1 | 1 | 1 | 0 | 0 | 0 | 0 | 0 | 0 |
| Hispanic or Latino of any race | 2 | 2 | 2 | 0 | 0 | 0 | 0 | 0 | 0 |
| Native Hawaiian/Pacific Islander | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Asian | 3 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| Other | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Two or more races | 3 | 3 | 3 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total | 113 | 113 | 113 | 113 | 113 | 113 | 113 | 113 | 113 |

| Meeting Room Use | |
|---|-----|
| Number of Events Not Sponsored by the Library | 59 |
| Attendance at These Events | 599 |

| Borrowers | Current Balance* |
|--------------------------------|------------------|
| Adult Borrowers >14 yrs old | 6,553 |
| Children Borrowers <14 yrs old | 1,888 |
| Total Borrowers | 8,441 |

| Self-directed/Passive Activities (activity that does not meet program definition) | Programs | Attendance |
|--|----------|------------|
| | 0 | 0 |

| Total of All In-Person and Live Virtual Programs | | Total On-Demand Views of Live Programs & Recorded Programs | |
|--|------------------|--|------------------|
| # of Programs | Attendance/Views | Recorded Programs | Views/Attendance |
| 22 | 294 | 0 | 0 |
| Total | 22 | 0 | 0 |

Budget Amendment Proposal

Department Name: Jefferson City Public Library

Department # : 101-56500

Date: 9/6/2022

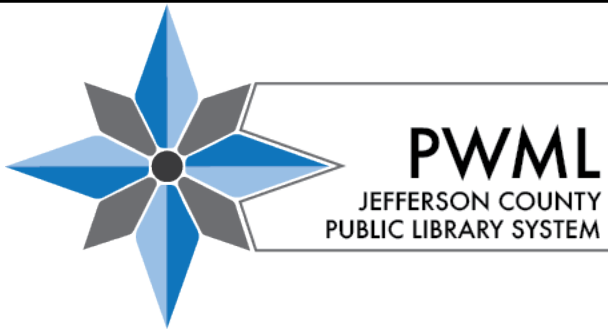
Dept. Head/Elected Official Signature: 

Reason for Amendment:

I am requesting this budget amendment to transfer funds from the library's reserve account to supplement our budget for library books and materials (Line 432).

| FUND | FUNCTION | OBJECT | SUB FUND | OBJECT DESC. | DECREASE BUDGET | INCREASE BUDGET |
|------|----------|--------|----------|---------------|-----------------|-----------------|
| 101 | 34535 | LIB | JC | Reserves | 6,000.00 | |
| 101 | 56500 | 432 | JC | Library Books | | 6,000.00 |
| | | | | | | |
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| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | TOTALS | 6,000.00 | 6,000.00 |

Approval _____
Finance Director



Parrott-Wood Memorial Library
 3133 W. Old A.J. Hwy.
 Strawberry Plains, TN 37871
 865-933-1311

Director’s August 2022

Grants Status

| Grants for July-August 2022 | | |
|--|--------------------|---|
| Grant | Awarded | |
| Dollar General Adult Literacy Grant 2022 (FOL) | \$5,000.00 | This grant will pay for adult literacy programs. Announcing dates soon. |
| Jane L. Pettway Foundation Grant 2022 (FOL) | \$10,000.00 | We have started getting quotes to purchase items for the library. This includes computer carrels, chairs, toner, rugs, story hour mats, and a new security camera system. |
| Top Grant 2022 | \$3,400.00 | In-person and Virtual computer classes have been announced and started on August 30, 2022 |
| Total | \$18,400.00 | |

Display

Darryl Matthews’ Black Diamond Exhibit: Our library was so blessed when April Childers, local artist and curator came into our library in April. She wanted to know if we were interested in displaying art exhibits. By August, Ms. Childers hand delivered Darryl Matthews’ Black Diamond Exhibit to our library. This art focuses on the Negro leagues baseball through the eyes of the artist. Mr. Matthews lives in Raleigh, North Carolina and had agreed to lone his exhibit to us for free. This exhibit consists of samples of his work and short videos to help put the art work into perspective. Mr. Mark Brown from Standard Banner was visiting our library and was introduced to the exhibit. He fell in love with it and wanted to reach out to Mr. Matthews and April Childers to do a feature of our library and the art exhibit. The two-page feature was in the edition of Standard Banner on Thursday, September 1, 2022.

Featured Stories



Partners in art and community

Though they are separated by a full generation, April Childers and Donna Phillips share a bond that began when they were each elementary students at Rush Strong School.

Programs

In-Person

We have started crafting programs and movie time at the library. They are going great. The Rocket Kids from Rush Strong School are coming to the library on Tuesdays at 4:30 for enrichment programs. We are averaging 36 kids and 3 teachers every time they visit. We are focusing on Pioneer Days. The children had so much fun making butter in jars last week. Every child is allowed to checkout 2 books each.

Computer Classes: Tuesdays at 10:00

Baby Blankets for the Military Families: Our crochet group is growing and some of our class members has agreed to partner with DAR Martha Dandridge Chapter. We are working on making baby quilts to be sent off to military families overseas. So far 3 blankets have been finished. This is an ongoing project.



Meet and Greet Local Author William Clark: We had the pleasure of hosting a meet and greet session with local author William Clark at the library. We had a great turnout for this program. Mr. Clark has donated his new book to the library.



Virtual / Recorded Programs

Story Time is at 9:00 am on Fridays on Facebook. We are thrilled with our viewing numbers.

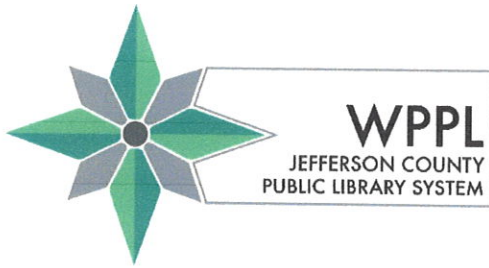
Computer Classes are on Thursdays via Zoom.

Adult Literacy Programs will be on Tuesday and Thursdays.

PETTY CASH REPORT

| | | |
|-------------------------------|--------------|-------------------|
| Location | Month | Budget Yr. |
| Parrott-Wood Memorial Library | August | 2022-2023 |

| | Income | Income | Income | Transfer | Expenses | Petty Cash |
|----------------|------------|----------|-----------------------|------------------|-----------|------------|
| Month | Book Fines | Memorial | (Faxes /Copies) Other | Monthly Deposits | For Month | Balance |
| As Of 7/1/2022 | | | | | | \$87.75 |
| 7/31/2022 | \$1.50 | \$0.00 | \$76.50 | \$115.75 | \$0.00 | \$50.00 |
| 8/31/2022 | \$1.00 | \$0.00 | \$78.75 | \$79.75 | \$0.00 | \$50.00 |
| 9/30/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| 10/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| 11/30/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| 12/31/2022 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| 1/31/2023 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| 2/28/2023 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| 3/31/2023 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| 4/30/2023 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| 5/31/2023 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| 6/30/2023 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$50.00 |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | \$2.50 | \$0.00 | \$155.25 | \$195.50 | \$0.00 | |



Full Report

New Hours: New Tuesday hours began on July 5th. Our August numbers show that since adding Tuesdays, our monthly patron visits have increased from 625 to 725. Hopefully the numbers will only continue to grow. Circulation and computer usage is also up.

PLMI: Virtual sessions are continuing for my Public Library Management Institute program. If all goes according to plan, I should be graduating next year. Our next in-person session is scheduled for December and will be a week-long stay at Montgomery Bell State Park.

Pettway Grant: We received notification on June 30th that we had been awarded the Jane L Pettway grant in the amount of \$8,000. We were able to get quotes on the shelving that is being replaced from two different companies, and were pleasantly surprised when Jabo's Wood Products said they were able to do the work and installation for \$7968.00, meaning that we will not have to pull any money from reserves. This is the same company that built and installed our other wooden cabinetry, so we're confident everything is going to match. Unfortunately, they are booked through January, so we'll have to wait a bit.

Training: Both Tammy and I have completed the core competencies training. I plan on attending the trustee's workshop as well as the summer reading conference at the Jefferson City Library.

Programming: We have an adult wreath-making class scheduled and are planning an origami class in the future. Our numbers for children's story time are still very low. Hopefully my partnership with the Head Start policy council will change that. We are also expecting more visits from the New Vision Christian Academy students.

Long-Range Plan: I've started work on my long-range plan, which is daunting at best. I'm using elements from my fellow directors' plans as well as online templates and information that I've gotten from my PLMI classes. Ideally, I will have completed the first draft by the November board meeting and will submit it for review and approval by the policy committee.

Salvage: Please see attached salvage report.

White Pine Public Library

1708 E. Main St.
White Pine, TN 37890
865-674-6313

| Surplus List Request | | | | | |
|----------------------|--------------|---------------|-------------|---------------|---------------|
| Disposal/ Donation | | | | | |
| Quantity | Manufacturer | Device Type | Model | Serial Number | Purchase Date |
| 1 | Brother | Laser Printer | HL-L3230CDW | unknown | 2/25/2020 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

Requested by: *Shirley J. Jones*

Date: *9/6/2022*